Introduction

Use this manual to take you through the four simple steps of responding to an eRFx notice invitation.

When responding to an eRFx Notice you will need to:

- Have downloaded and read the eRFx Notice Documents.
- Know the Tender ID number of the eRFx notice.
- Have all the documents you wish to submit to the Electronic Tender Box(es).

You can use the **Back** button to go back to previous steps at any time.

eRFx Notice Documentation

eRFx Notice Documentation can be available through a Public eRFx Notice, which you can receive as an email alert. To receive the alerts you will need to have your profiles selected.

Alternatively, a purchaser may send you a **Private Invitation** to tender. Both options will allow you to click on the **Download Documents** link in the email sent. You can also access the eRFx Notice details and documents by copying and pasting the eRFx number supplied in the email into the **View a Specific Tender Link** on the Dashboard.

! NOTE:

The examples below are for a Private Invitation. To access Private eRFx Notice Documentation, you must first be invited by the Purchaser via the TenderLink system.

Downloading the eRFx Notice Documents

As a supplier you will have received an email inviting you to respond to the eRFx Notice (Figure 1).

1. Click on **Download the Tender Documents for this Notice** link within the email, which can be found under the **Options** heading.

	Account Number : 1987363
mo Electrical Pty Ltd 1 Gloucester Street 'DNEY NSW 2000	Looking for more Tenders? CLICK HERE
ISTRALIA	Send me my Login Details
tention D Emo	
llo D,	
PORTANT: To respond to this WIRING AND ELECTRICAL This tender is	tender you must first download the documentation by clicking the link shown below under "Options". PLUS MAINTENANCE OF A WAREHOUSE BDM Demonstration wishes to invite suppliers to submit responses for the installation of electrical components / wiring for
CURRENT TenderLink Ref :	our newly constructed storage warehouse. This will also include regular maintenance and alterations / upgrades to the wiring setup over time.
BDMDE-502983	 A deposit of AUD\$120 (inc. GST if any) is required to accompany any bids submitted for this tender.
BDMDE-502983 Type of Notice : Request for Tender Region : New South Wales Contract Value : Under 100,000	A deposit of AUD\$120 (inc. GST if any) is required to accompany any bids submitted for this tender. Options - Download the tender documents for this notice AUD\$82.50 GST inclusive Reduest the physical documents that are not available online Post questions or comments to the online forum for this tender View contractor contact details This tender has an Electronic Tender Box available
BDMDE-502983 Type of Notice : Request for Tender Region : New South Wales Contract Value : Under 100,000 Closing Date/Time Closing Date/Time Stator 201 5:00 p.m. NSW	A deposit of AUD\$120 (inc. GST if any) is required to accompany any bids submitted for this tender. Options - Ownload the tender documents for this notice AUD\$82.50 GST inclusive Reduest the physical documents that are not averable online Post questions or comments to the online forum for this tender View contractor contact details This tender has an Electronic Tender Box available Need Assistance in Writing Tender Responses? Upcoming TenderLink Workshops

Figure 1: An Email Inviting the Supplier to Respond to the Private eRFx Notice.

Alternatively, log on to the TenderLink.com Notification E-Tendering portal (or TenderLink.com third party portal, whichever you are registered on).

1. In the portals, under the **Dashboard** menu option, click on **All Current Tenders** (under the **search tenders** heading).

our	details	sea	rch tenders	onl	ine help
0	Our Company Details	0	All Current Tenders	0	Online Help
0	Our User Details	0	New Search	0	Online Manuals
0	Our Current Statement	0	View a Specific Tender Number	0	Contact Us
0	Online Payments	0	Previously Viewed Tenders		
		0	Search My Profile(s)	sur	oport
my	details			0	Resources Page
0	My Profiles	tend	ler submissions	0	Terms Of Service
0	Search My Profile(s)	0	Submit Notice Responses	0	Privacy Policy
0	Previously Viewed Tenders	0	View Notices Responded To	0	Frequently Asked Questions
0	View Tender Forums			0	Contact Us
0	View Contractor Lists				

Figure 2: The Dashboard Screen, All Current Tenders.

2. Click on the eRFx reference number (Figure 3).

The following 2 t order to downloa	ender notices are open. If you wish to view tenders by d tender documents, or to respond to an electronic tender	by Industry Category , use the "Search Open Tenders" option. Please note that ders box, this is only available to registered suppliers in our system.			
RFx No.	Summary	Closing			
BDMDE-503019	Test Forum Setup	03/07/2011 8:00 a.m. NSW			
BDMDE-502983	Wiring and Electrical plus Maintenance of a Warehouse	13/07/2011 5:00 p.m. NSW			

Figure 2a: The All Current Tenders Screen.

OR subscribers to https://www.tenderlink.com/notification/index.html can log into their account.

- 3. Click on the link View a Specific Tender Number from the dashboard screen.
- 4. Enter the eRFx Notice number provided on the tender notification email.

our	details	sea	rch tenders	on	line help
9	Our Company Details	0	New Search	0	Online Help
છ	Our User Details	0	View a Specific Tender Number	0	Online Manuals
9	Our Showcase Details	0	Previously Viewed Tenders	0	Contact Us
છ	Our Current Subscriptions	0	Search My Profile(s)		
9	Our Current Statement		7	su	pport
9	Online Payments	ten	der submissions	0	Resources Page
		0	Submit Notice Responses	٥	Help Desk
my details		0	View Notices Responded To	0	Terms & Conditions
9	My Profiles			0	Privacy Policy
છ	Search My Profile(s)			0	Frequently Asked Questions
છ	Previously Viewed Tenders			0	Contact Us
છ	View Tender Forums				
2	View Contractor Lists				

Figure 3: The Dashboard Screen, View a Specific Tender number.

5. This will take you to the **Details for Notice** Screen for the eRFx Notice (Figure 4).



6. Under the **Options** heading click the link **Download the Tender Documents**. This will take you to the **Download Authorisation for Tender** screen (Figure 5).



Figure 4: Details for Notice Screen.

- 7. Click in the box in the Download Authorisation screen (Figure 5) to agree to the Terms of Service.
- 8. Click Request Documents to continue.
- 9. If the purchaser has decided to allow other registered users to view the supplier details you will also need to check a second box to agree that your contact details can be made available. This is the contractors list (Figure 5).



Figure 5: Requesting the eRFx Notice Documents.

Document Fee

The purchaser may wish to charge a fee for the download of the eRFx notice documents, (AUD \$82.50 in this example. Figure 7). If this is the case:

- 1. Click OK and you will be taken to a secure Payments Options screen (Figure 7).
- 2. Enter your **Card Number, Expiry Date, Name on Card, Security Code** and an order number (if you require one).



Card Number Card Expiry Name On Card	IMPORTANT: BDM Demonstration Site has set a charge to download these documents directly.
Card Security Code	

Figure 6: A Charge for Downloading Documents.

- 3. Click on Make Online Payment button to complete the transaction.
- 4. A payment accepted message will appear to confirm your payment (Figure 8).

Online Payments (Price	es are shown in AUD\$)					
The following is a summa	ry of your organisations curre	nt and overdue invoices.				SECURED BY RapidSSL \$10,000 Warranty
	Current Invoices	Overdue Invoices				
Number	0	0				
Amount Owing	\$0.00	\$0.00				
I wish to pay off all o	ur invoices					
I wish to pay off only	our overdue invoices					
🔘 I wish to pay off a se	election of our invoices					
Card Number	*****	X Total Ame	ount 82	2.50	AUD	
Card Expiry	11 🔻 2012 👻]
Name On Card	J Bloom					
Card Security Code	154					
	Ma	ake Payment Now				
MasterCard VISA	WARNING: Security of S	We take credit card fraud seriously. In your transaction, your IP address (203.)	order to combat use 97.207.132) will be log	of fradule ged.	nt credit card informa	tion, and to ensure the

Figure 7: The Payment Options Screen.

5. Click **OK**.

Your online payment was accepted.
ок

Figure 8: Payment Confirmation.



Download Documents

1. In the **Download Documents** screen (Figure 9) click on the **Download Documents** link to download the eRFx Notice Documents.



Figure 9: The Download Documents Screen.

2. You will be prompted to save (or open) the Zip file to your computer.



Figure 10: Important Download Note.

3. Click OK (Figure 10).

Further Options on the Tender Details Screen

The **Tender Details** screen (Figure 4) has a list of actions available as links under the Options heading.

Requesting Physical Documents:

If there are physical documents that need to be obtained, you can request these via the document downloads screen.

- 1. Click on the Request Physical Documents button (Figure 9).
- 2. This will bring up the Physical Documents for Tender screen(Figure 11).
- Ensure your address and phone number are correctly entered into the 'Your Physical Address' fields.



Physical Documents for Tender #BDMDE-50	02983	
The purchaser, BDM Demonstration Site, have in online tender documents. This normally eventuate	idicated that this tender has phy s when large plans, scale drawi	sical tender documentation available that could not be included with any ngs etc are too large in either paper or electronic file size.
If you would like these documents to be forwar Documents'' below.	rded to you by BDM Demonstrati	on Site, please enter a physical address and click "Request Physical
Your Organisations Address	Your Physical Addr	ess
Demo Electrical Pty Ltd 111 Gloucester Street SYDNEY NSW 2000 AUSTRALIA Ph: 9939 5181	Physical Address :	Demo Electrical Pty Ltd 111 Gloucester Street SYDNEY NSW 2000 AUSTRALIA
	Bast Cada -	
	Post Code : Phone Number :	9939 5181
	Request Physical D	ocuments X
Figure 11: Request Physical Docu	iments screen.	
	Th	e email requesting physical documents has now been sent.
		ОК

5. An alert screen will confirm that the documentation is being sent out to you.